



DPS-FORENSIC PROJECTS MANAGER

Characteristics of Work

This is an administrative position in the central laboratory that develops & completes with projects that impact on the functions and advancement of the system. Work includes developing and administering programs that promotes the laboratory's mission to the public, acts as a liaison between the laboratory and the judicial system, prepares overall system data for distribution in the budget process and media events, facilitates the distribution of information within the agency, coordinates with the Director special projects as needed, supervises assigned personnel and conducts research of trends in the forensic community and recommends policy changes to the Director. The omission of specific statements does not preclude administration from assigning specific duties not listed herein if such duties are a logical assignment to the position.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Supervises assigned personnel.

Acts as a liaison between the laboratory and the public.

Develops appropriate, equitable duty statements and performance levels for Performance Appraisal Review.

Collects and compiles statistical data for budget presentations and media events.

Facilitates case coordination between the laboratory and law enforcement agencies.

Distributes agency information to the staff.

Facilitates training and professional development of subordinate personnel.

Assists the Director with special projects.

Conducts research on trends within the forensic community and recommends policy changes.

Facilitates and coordinates associative activities with DPS Public Relations.

Prepares and presents programs on the Mississippi Crime Laboratory.

Works with other facets of the criminal justice system to improve services of the laboratory.

Acts as a liaison between professional affiliates and the laboratory.

Responsible for working with the staff to increase visibility of staff members in professional organizations.

Researches and prepares grant requests.

Related or similar duties are performed as required or assigned.

Minimum Requirements

A Bachelor's Degree from an accredited four-year college or university, and a minimum of five (5) years of experience in work related to the above-described duties.